



ALL TEXTBOOKS AND COURSE MATERIALS ARE NOW HOUSED AT THE RAPIDS CAMPUS STORE.

Orders can be shipped to you via UPS, FedEx, or USPS (*charges & restrictions apply*) or picked up at the Campus Store of your choosing (*no fee*) after placing your online order.

*Please allow two (2) business days for Cambridge pick up orders to be available. You will receive an order pick up confirmation email when your order is ready. Please have your Order Number (emailed) ready at time of pickup.

-Read all the below Campus Store PSEO materials program terms and conditions before you continue.

-If this is your first time ordering through our Campus Store, you must create a STUDENT Campus Store account. If you already have a Campus Store account created, enter your email and password to log in.

Campus Store PSEO Program Textbook & Course Material Ordering

1. Pull up your ARCC course schedule (log into your eServices Account, click on Courses and Registration, and then click on View/Modify Schedule (it is important to get the correct schedule format to use our site).
2. Go to <http://Bookstore-CR.AnokaRamsey.edu/Home.aspx>.
3. Click on “TEXTBOOKS” and select “Order Textbooks”.
4. Refer to your schedule, on the left side you will see **Subject, Course, Section**, and Instructor, then follow to the right of that line for the **Location** (i.e.: **ENGL 1121 30 Berg, Katie Rapids Campus**). Select Your Term (FALL 23), then select your Department (scroll to ENGL), then select your Course-Section-Instructor (1121 – 13 27 30 – BERG, KATIE). Repeat for every class you are currently enrolled in.
5. Once you have all your courses added, scroll down and click “View Your Materials”.
6. Select New or Used (*if available*) for each book by clicking the circle button on the right hand side. Once selected, click “Add to Cart” at the bottom for each item. All books, Rentals, eBooks, Required, and Optional materials will be listed for each course. If an eBook is available, please select the eBook OR the physical book, but not both options! PSEO program DOES NOT cover OPTIONAL items.
7. Click “Continue Checkout” at the bottom of the page to view your shopping cart.
8. If you are ready to complete your order, click “Continue Checkout.” Questions will appear regarding New/Used substitutions, and if your instructor changes materials should we update your order. Answer the questions then continue checking out.
9. Click on “Payment Options.”
10. If this is your first time ordering on our Store website, you must create a Store Student Account. Click on “Register Here” under the Password box. Select “STUDENTS,” enter your student email address and a new password for your Campus Store account login (*this is separate from your eServices account*). Select a Challenge Question and enter an answer.

11. Billing Address depends on how you're paying. If you're PSEO, enter YOUR ARCC STUDENT INFORMATION, including a phone number (*Business Name field is optional*). You can check the box "Use Billing Address as Shipping Address?" if both addresses are the same. You would enter different information in the Billing Address field if you were paying with a credit/debit card. Then you would enter the cardholder's information in the Billing Address fields and the student's information in the Shipping Address field (even for pickup orders). Your 8-digit ARCC Student ID is required in the Additional Information field. You can find that number on your course schedule or when you log into your eServices account, your 8-digit Student ID (Tech ID) is displayed. Click "Submit Profile."
12. If you already have a Campus Store account created, enter your email address and password to log in.
13. Select your shipping method – "Pickup Order" or "Ship Order". The PSEO program doesn't cover shipping fees, so you will have to select Pickup Order.
14. Verify your Billing address and click "Continue".
15. Based on your desired shipping method, you will select pickup from one of our two Campus Stores: "Pick Up at Rapids Campus Store" or "Pick Up at Cambridge Campus Store" and then click "Continue".
16. Payment options include Credit/debit Card and FinAid/PSEO/3rd Party/VETS. PSEO students will select the Financial Aid option, which can be found in the Payment drop-down menu. PSEO charging begins three weeks before the start of the semester.
17. You need to enter your 8-digit Student ID number (refer to your schedule) in the TECHID box field.
18. Check the box that you authorize the Campus Store to charge your Financial Aid (PSEO program).
19. In the Order Comments box on the final payment screen, please note: "I'M A PSEO STUDENT."
20. Click "Submit Payment" to complete your order.
21. Once your order has been placed, you will receive an order confirmation email. Once your order has been processed, you will receive a second email showing ready for pick up at the Campus Store you selected.
22. If you are picking up your order at the Cambridge Campus Store, please come into the store and have your order number (from your confirmation email) and your photo ID ready. Photo identification is REQUIRED when picking up your order. If you are picking up your order at the Rapids Campus Store, please follow the hallway outside the store to the left and go to the Order Pickup window. Please have your photo ID ready.

★ If you are experiencing issues while ordering online or if you do not see the FinAid/PSEO/3rd Party/VETS option in the drop-down menu, please check the following:

- Is the Student ID number you entered your Anoka-Ramsey 8-digit Tech ID number?
- Did you log in or are you checking out as a Guest? You must log in to use FinAid/VET/3rd Party.

★ If you need help resetting your Campus Store password, contact us at 763.433.1250 or 763.433.1850.

★ If you are experiencing issues other than the above listed, please call us at 763.433.1250 or 763.433.1850.

➤ Important PSEO Student information for getting course texts and materials:

- The PSEO program only covers REQUIRED and CHOOSE ONE (*required*) options.
- The PSEO program does not cover shipping charges, so you will need to pick up your order at either Campus Store. If you are unable to pick up your order, you can designate someone else to pick it up and sign for your order on your behalf, but you will have to notify us beforehand via email.
- Loose-leaf (unbound) textbooks must be returned to either Campus Store at the end of the semester.
- You must return your textbooks to either Campus Store after your class ends or during Finals Week, with our accompanying PSEO Returns form (accessed on our website or we will have paper copies at the Campus Stores for you to fill out). A Campus Store staff member will check your PSEO return in and then give you a receipt for your records. It is important you keep track of this receipt (file it away or take a picture of it) for at least 3 months/until billing closes, so you can show proof you returned your books in the event you receive a bill for non-returned PSEO books. If you mail back your return, it must be postmarked before the PSEO Returns deadline and it must include a completed/signed PSEO Returns form or a sheet of paper with ALL the following: Your name, Student ID Number, phone number, current date, number of books returning, and a list of all the titles of the materials returning.
- Just about all materials you receive for your classes need to be returned to the Campus Store during Finals Week (*including loose-leaf textbooks and box Lab Kits*). Any used ART supplies and activated access code cards are exempt from this policy. **WHEN IN DOUBT, BRING EVERYTHING BACK!**
- All materials need to be returned in the condition they were received in. If a book gets lost or damaged (water spills, pet damage, other soiling, etc.) during the semester, you have the option to pay 75% of the price of the book. You can come into the store, pay the balance, and ask the staff member to remove the book from your account as “RETURNED/PAID FOR BOOK” any time during the semester, but no later than the PSEO Returns deadline for the current semester. Keep the PSEO Return receipt!
- Some courses offer both an eBook and a physical text listed as “CHOOSE ONE.”. You can get the digital eBook version or the physical paper copy of the book, but NOT both. (You will be financially responsible for one of the options if you do get both.) The PSEO program only covers one title option.
- OPTIONAL and RECOMMENDED textbooks and supplies are NOT covered under the PSEO program. If you want an item that is coded as “OPTIONAL” or “RECOMMENDED”, you can place a separate online order and pay with a credit card, rather than checking out with FinAid/PSEO.
- Almost all books and supplies are now housed at the Rapids Campus Store (THIS NOW INCLUDES most Cambridge campus books/materials/supplies, except Cambridge ART supplies). You can pick your order up at the Rapids Campus store or request to have your online order transferred (no fee) to the Cambridge Campus Store for pickup there during business hours. **We cannot ship ART supplies, but we can transfer Cambridge ART orders to the Rapids Campus Store for pickup, upon request.**

- Be sure to note “I’M A PSEO STUDENT” in the COMMENTS box during the final checkout page. That will help us ensure we process your order accurately and give you the relevant order handouts.
- If you drop your class during the first week of the semester, please return all course materials for that class back to the Campus Store right away. Let the staff know you’re PSEO and that you dropped/withdrew from the course. If you keep the books until the end of the semester, you will be charged full price for the book, as the college won’t receive payment for the tuition/fees for the class.
- Please DO NOT activate your eBooks until the start of class or per your instructor’s directions.
- New, unregistered eBooks are only refundable within 14 days from the date of purchase! You may be financially responsible for payment for these items if you drop a class or withdraw and more than 14 calendar days from the date of purchase of an eBook have passed.
- NOTE: **eBooks** and **Inclusive Access (IA)** are two different things. **eBooks** are digital textbooks that you purchase through the Campus Store website and then access through your **Campus Store** account. **Inclusive Access (IA)** titles are accessed through your **D2L** account under your registered course. Follow your instructor’s directions in person, posted in D2L, or emailed to your Anoka-Ramsey Community College student email account to access Inclusive Access (IA) digital textbook materials.
- **Please wait for instructions from your instructor before accessing/registering any access codes or digital titles!**
- All RENTAL texts and Lab Kits need to be returned to either Campus Store after your class ends, or during Finals Week, whichever comes first, accompanied by a completed & signed PSEO RETURN form (available to print from our website or paper copies available at our Campus Stores).
- And finally, as with all other textbooks/materials charged against your PSEO program, you will be financially responsible for replacement of any RENTAL and other textbooks/materials not returned to the Campus Store and checked in by a staff member on or before the current semester PSEO RETURNS DEADLINE (check the PSEO Return Policy bookmark for the date), along with a **\$25 Not-Returned penalty fee!**

Example: (It is very important that you check and follow the **SUBJ, #, SECT, INSTRUCTOR**, and **LOCATION** based on your course registration schedule).

ID #	Subj	#	Sec	Title	Dates	Days	Time	Cr/Hr	Status	Instructor	Delivery Method	Loc
000380	ENGL	1121	57	College Writing and Critical Reading	08/21 - 12/15	n/a	n/a	4.0	Open	Kysar, Kathryn	Completely Online: Asynchronous	

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🔍 ENGL
🔍 1121-13 27 30 -BERG, KATIE

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